

File Management

FINDING FILES

If you save a file and then can't remember what you named it or where it was saved, you can search for the file using the Windows Find feature which allows you to locate files based on file name, a portion of a name, date, and/or the text included in a file. To conduct a search, you can

- use your START menu and choose FIND or SEARCH, Files and Folders, or
- click on Tools on the menu bar in Windows 95 or 98 and choose Find, Files or Folders, or
- right click My Computer, and choose FIND or SEARCH.

The dialogue box comes up which looks like the image above in Windows 95 or 98, below is the newer window (i.e. Windows 2000, Windows XP).

Using a basic search, you indicate the file name or a portion of the file name (if you don't know it all) and search either your entire computer, or any drives or directories that you choose.

Here are some examples of ways of searching:

- You saved a Word document to your hard drive [C:] but you can't remember the name or where it was saved (but would recognize it). The syntax for entering into the 'Named:' box would be
*.doc (this says show all files with a .doc extension)
*.ppt (this says show all files with a .ppt extension)
- You want to find the file called 'budg-req.' but you only remember part of the name -- 'budg'. The syntax would be budg* (this says show all files beginning with budg).
- In the 'Look in:' box, click the Browse button and click on [C:] so that the search will start from the main level or root of the c: drive.
- Then click on 'Find Now' to start the search

Your search results screen will list the file or files which match your criteria. The screen functions like a window in Explorer or My Computer. Here you may open, delete, move, and copy files.

Practice Exercise

- Open Explorer.
- Open the 'Find' program by clicking on Tools, Find, Files or Folders.
- In the 'Named:' box, type *.doc
- In the 'Look in:' box click Browse and select C:
- Click on Find Now.

You should see all the documents with the .doc extension on your C: drive (hard drive). When you find a file you are searching for, you can double click on the file name and it will launch

